



Peace Corps – NEPAL

VACANCY ANNOUNCEMENT

(Announcement Number: 12-01)

OPEN TO: All Interested Candidates
POSITION: General Services Manager, Personal Services Contractor
OPENING DATE: February 10, 2012
CLOSING DATE: February 24, 2012
WORK HOURS: Full-time; 40 hours/week

The Peace Corps is a U.S. governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for fifty years in 139 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.
www.peacecorps.gov

BASIC FUNCTION OF THE POSITION

The Peace Corps program in Nepal places American Volunteers in two-year assignments in villages and towns across the country. Peace Corps is seeking experienced and qualified applicants for the full time contracted position of General Services Manager (GSM).

Under the Director of Management and Operations' specific directions on procedures, objectives and timeliness, the GSM provides administrative support in all aspects of:

- Inventory & property management
- Travel & vehicle management
- Property maintenance & housing
- Purchasing & contracting
- Safety & security
- Logistics & other admin activities

QUALIFICATIONS REQUIRED

- Minimum of 5 years of related work experience with American or international organizations.
- Minimum of 3 years in supervising or coordinating staff.
- Driving license category B with practical experience minimum of 5 years. Clean driving record.
- Bachelor's degree. A technical or financial background is a plus.
- Level IV, both English and Nepali (written and spoken).
- Demonstrated knowledge of basic property maintenance.
- Demonstrated high ethical standards and integrity.
- Demonstrated strong organizational and negotiating skills.
- Demonstrated ability to work independently with limited supervision.
- Excellent administrative and financial skills and attention to detail.
- Excellent communication and time management skills.
- Ability to coordinate effectively with Nepali and/or American officials.
- Ability to extract and analyze data and make recommendations.
- Must be computer literate in the use of MS Office, Outlook and other computer applications.
- Must meet US Embassy security clearance requirements.

DESIRED QUALIFICATIONS: Knowledge of real estate market, basic understanding of building renovation/construction projects; logistics management, customs procedures, and general office skills including: data research, analyses, and interpretation; database programs; and filing, organization.

TO APPLY

The United States Peace Corps is an Equal Opportunity Employer. Interested candidates should submit their CV and a cover letter in English addressing the qualification requirements by email to: 12.01GSM@gmail.com A confirmation email will be sent when your email is received.